

Recognized Independent School Enrollment Notice

Recognized independent schools submit a yearly enrollment notice to the Commissioner of Education. The schools must file the enrollment notice forms provided by the Commissioner no earlier than three months before the beginning of the school year for the public schools in the town in which the school proposes to locate.

There are eight sections required to complete the recognized school enrollment notice. These sections are:

- 1. The Cover Sheet**
- 2. The Statement of Objectives**
- 3. The Statement of the Minimum Course of Study**
- 4. The Statement of the Assessment Procedures**
- 5. The signed Statement of Assurances--**Some of the assurances refer to those sections of 16 V.S.A. §166 that must be carried out by the school. Others refer to those health, safety and physical facility requirements of the regional department officials. See pages 41-56 of the Independent School Guidelines
http://education.vermont.gov/new/html/pgm_independent.html
for information on these requirements.
- 6. The signed Statement of Policies and Procedures**
- 7. Your school's academic calendar**
- 8. The Oath, signed and notarized**

When the forms are completed and appropriately signed and notarized, please mail your completed packet to:

Independent School Unit
Vermont Department of Education
120 State Street
Montpelier, Vermont 05620-2501

These forms can also be found at http://education.vermont.gov/new/html/pgm_independent.html in a format that allows you to complete the forms using your word processing program.

If you have questions please call or email Pat Pallas Gray at 828-5414 or pat.pallasgray@state.vt.us

Recognized Independent School Cover Sheet
200__ -200__ School Year

Name of
School: _____

Name of Chief Education Officer
or Contact Person: _____

Address: _____

Telephone: _____

E- mail Address: _____

Grades: _____

(If you use an alternative to a graded system please describe below or on separate sheet(s) if necessary.)

Name of Local Supervisory
Union: _____

Statement of Hours and Days

Education activities regularly begin at _____ and regularly end at _____

Total school days: _____

Comments:

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**Recognized Independent School
Statement Of Assurances**

In making this report to the Commissioner, the school makes the following assurances:

- A) The school will prepare and maintain attendance records for each pupil enrolled or regularly attending classes;
- B) At least once each year the school will assess each pupil's progress and will maintain records of that assessment, and present the results of that assessment to each student's parent or guardian;
- C) The school will have teachers and materials sufficient to provide the minimum course of study;
- D) The school's educational program will include the minimum course of study set forth in section 906 of this title; and
- (E) The school will meet such state and federal laws and regulations concerning its physical facilities and health and safety matters as are applicable to recognized independent schools.

Signature: _____ **Date:** _____

Title: _____

**Recognized Independent School
Statement Of Policies And Procedures**

In signing this statement of policies and procedures, the school is verifying to the Commissioner that it has adopted harassment and hazing prevention policies and established procedures for dealing with harassment and hazing of students, pursuant to 16 V.S.A. §166(e).

Your signature on this form verifies that your school has policies in place that are at least as stringent as the Vermont School Boards Association's model policies.

Signature: _____

Date: _____

Title: _____

Independent School Calendar

School Year 200__ - 200__

School: _____

Grades: _____

Address: _____ Telephone _____

Please Write In The Dates School Is Scheduled To Be In Session

September 200__

M	T	W	T	F
—	—	—	—	—
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—	—	—	—	—
—	—	—	—	—
—	—	—	—	—

OCTOBER 200__

M	T	W	T	F
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NOVEMBER 200__

M	T	W	T	F
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DECEMBER 200__

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JANUARY 200__

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FEBRUARY 200__

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MARCH 200__

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APRIL 200__

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MAY 200__

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JUNE 200__

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JULY 200__

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AUGUST 200__

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The total school days scheduled is: _____

This form must
be notarized.



Office of Licensing and Professional Standards
120 State Street
Montpelier, VT 05620-2501
(802) 828-2445

Oath

- ☐ I do solemnly swear (or affirm) that I will support the Constitution of the United States and the State of Vermont and the Laws of the United States and of the State of Vermont.

Signature: _____

Date: _____

- ☐ I am a citizen of a foreign country. Under Title 16 § 12, I am not required to sign this Oath.

Signature: _____

Date: _____

To be valid this must be completed by a notary public.

Subscribed and sworn or affirmed before me this _____ day of _____, 200____.

Signature

Title

This form must be signed and notarized and sent to the VT Department of Education at:

**Independent School Unit
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501**

Your recognized school application will not be considered until this signed and notarized form is received by the independent school unit at VTDOE.